

# EX PARTE MOTIONS AND HEARINGS MANUAL

## New Court Policy and Rules

Beginning January 1, 2009, the King County Superior Court Ex Parte and Probate Department adopted a new policy and procedure for the presentation of ex parte matters. Notably, only certain matters will be granted oral argument and the remaining matters must be submitted in writing only, without oral argument, through the Clerk's office. Parties shall refer to LCR 40.1 to determine if their matter must be heard in the Ex Parte and Probate Department. Once determined to be an ex parte matter, parties must then refer to the master list in this Manual to determine if their matter must be submitted in writing through the Clerk's office, or in person.

## Ex Parte Master List

The Ex Parte and Probate Department has compiled a list of all matters presented to the Ex Parte Department for consideration. Within this list, the Department has indicated which items may be heard in person, with oral argument, and which items must be submitted in writing only, without oral argument, through the Clerk's office.

For detailed information on which orders may be presented in person, please refer to the master list of Ex Parte matters located at [www.kingcounty.gov/courts/Clerk](http://www.kingcounty.gov/courts/Clerk). The Clerk's office will follow the Local Rules and this master list to determine if your matter may be heard with or without oral argument.

## Required Procedure

- **ALL Ex Parte matters must now be brought to the Clerk's office FIRST.**

Deliver your paperwork to:

### In Seattle:

King County Superior Court Clerk  
Ex Parte via the Clerk  
516 Third Avenue, Room E609  
Seattle, WA 98104-2386  
(206) 296-9300

### In Kent:

King County Superior Court Clerk  
Ex Parte via the Clerk  
401 4th Avenue North, Room 2C  
Kent, WA 98032-4429  
(206) 296-9300

- **Matters With Oral Argument**

The Clerk's office will verify if your matter may be heard in person, with oral argument. If your matter may be presented in person, the Clerk's office will stamp your paperwork. You will then proceed without paying any fee directly to the Ex Parte Department.

- The Ex Parte Department will **NOT** hear your matter if you do not have the appropriate stamp from the Clerk's office.
- Parties are **NOT** required to proceed to the Clerk's office first if their matter was previously set on a specific Ex Parte calendar by court order, Note for Hearing, or citation, or if their matter is required to be noted for hearing on a specific Ex Parte calendar.

### *Seattle:*

516 Third Avenue Room E609  
Seattle, WA 98104-2386  
(206) 296-9300

### *Regional Justice Center:*

401 Fourth Avenue North Room 2C  
Kent, WA 98032-4429  
(206) 296-9300

### *Juvenile Section:*

1211 East Alder #307  
Seattle, WA 98122-5598  
(206) 296-1413



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**Department of Judicial Administration**

Barbara Miner

*Director and Superior Court Clerk*

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- It is the responsibility of the parties to consult the local rules to determine if their matter may be heard on a walk-in basis in the Ex Parte Department or if they must note the hearing on a specific Ex Parte calendar.

- **Matters Without Oral Argument**

If your matter must be submitted in writing only, without oral argument, you must submit your paperwork to the Clerk and pay the applicable fees.

- The Clerk will present your order(s) to the Ex Parte Department. The Clerk will deliver orders to the Ex Parte Department at least four (4) times a day.
- You may indicate the manner in which you would like to receive the return documents/order on the cover sheet accompanying your paperwork (see below).
  - If you indicate that you will pick-up the documents upon a ruling from the Court, you must retrieve the documents within two (2) court days upon notification of the ruling.
  - If you are requesting processing of any original documents such as writs or letters of guardianship or testamentary, specific instructions for completion and delivery of these documents must be included on the Clerk's Cover Sheet.

- **Necessary Documents**

The following documents are needed for the Clerk to present a matter to the Ex Parte Department:

- **Cover Sheets.** A Clerk's cover sheet is required and must accompany each motion/order. The Clerk's cover sheet is available online at [www.kingcounty.gov/courts/clerk](http://www.kingcounty.gov/courts/clerk) and in paper form at the Clerk's office. A second cover (Information) sheet may be used to call the Courts attention to specific details related to the motion.
- **Original Order(s).** Identify an original order by marking as "Original." This order is required.
  - You must indicate the "Hearing Date" and "Place for the Hearing" in any order directing the appearance of a party and certify that the time and place was selected pursuant to Local Rule or with the judge's permission
- **Supporting Document(s).** Any supporting document(s) necessary for the Court to make a decision.
  - **The court file is not pulled.** All supporting document(s) necessary for the court to decide the issue must be provided. You must provide copies of any documents,



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such as Affidavits of Service, referenced in the proposed order or necessary for the court's review. Mark original documents "Original" and any copy of a previously filed document "Working Copy." The Judge or Commissioner will not research the file for documents not included in your submission.

- **Return Copy(ies).** If you wish the Clerk to conform and return a copy of the order to you, provide a copy of the proposed order marked as "Return Copy." The Clerk will conform one copy of an original order and return it only to the sender.
- **Self-Addressed, Stamped Envelope.** If you wish the Clerk to return your receipt/copy(ies) you must provide either an envelope of sufficient size and postage for your items or a completed messenger return slip. If you wish the Clerk to send copies to other parties you must provide an addressed envelope with postage.
- **Check or Money Order for Payment of Services.** Checks or money orders must be made payable to "KING COUNTY SUPERIOR COURT CLERK" for the exact amount owed. The Clerk may accept a personal check only if it is imprinted with your name and address and drawn on a bank in Washington state. Payment is required before your order will be considered.

- **Document Order**

Your documents must be submitted in the following order:

- Original Order
- Original Supporting Motion
- Original Service Documents (if applicable)
- Original Supporting Documents
- Copies to Conform (if submitted)
- Envelope

- **Fees**

- **Presentation Fee:** A \$30.00 presentation fee is applied to all matters submitted without oral argument to the Ex Parte Department through the Clerk's office.
  - You may submit up to five (5) orders in a single case (must have the same cause number) at one time for a single presentation fee.
  - Fees for additional, related services (e.g. certified copies, new *Letters Testamentary*, etc.) are charged in addition to the presentation fee.
- Additional fees are:

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Certified Copy	\$5.00 for the 1 <sup>st</sup> page plus \$1.00 for each additional page, per document copied.
Regular Copy	\$0.50 per page.
Form K	\$2.00 per Form K.
Testamentary or Guardianship Letters	\$2.00 each.
Writ	\$20.00 for original and conformed copy; \$2.00 for each additional writ.
Subpoenas	\$20.00 for original and one conformed copy per person or entity; \$2.00 for each additional copy.
Handling & Postage	\$10.00 per submission for Clerk to provide envelope and First Class postage.

- **Expedited Fee:** A \$30.00 fee, in addition to the \$30.00 presentation fee, is applied to expedited matters. For the expedited fee the Clerk will present your order to the Ex Parte Department within 15 minutes of receipt. Once the order is signed the Clerk will contact you by the method you requested on the cover sheet.
- **Fee Waiver:** Parties may apply to the Clerk's office to waive the presentation fee. Parties must complete the waiver form available from the Clerk's office. Fee waivers may be granted for a period no longer than six (6) months. If your fee waiver is granted you will be required to include a copy of the fee waiver with each subsequent request.

- **Denied Orders**

If your order is denied, the Clerk will return a copy of the unsigned order. If the order was denied due to a deficiency in the paperwork, the deficiency will be noted by the Court in a Minute Order. The Clerk will return a copy of the Minute Order, with your submitted papers, for correction. You may then resubmit, without fee, a corrected order in person in the Ex Parte Department as directed in the minute order. If you present the corrected order in person, you must present the Minute Order at the time of your appearance. You may also submit a corrected order through the Clerk's Office with payment of an additional presentation fee.

- **Other Pending Matters**

If you have an upcoming hearing or trial it is your responsibility to notify the Court of any dismissal granted by the Ex Parte Department.

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